



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10025

ISSUANCE DATE: June 26, 2018

CLOSING DATE/TIME: July 10, 2018 (4:30 PM)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Secretary FSN-07 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030618R10025**
- 2. ISSUANCE DATE: June 26, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 10, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Secretary (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-07 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent serves as Secretary for USAID/Afghanistan Office of Agriculture (OAG) and reports to the Office of Agriculture Director. The incumbent is responsible for coordinating, organizing and monitoring the administrative and secretarial work necessary for the orderly and efficient functioning of the office and provides clerical and administrative support to the staff (United State Direct Hires (USDHs), Third Country National Personal Service Contractors (TCNPSCs), Cooperating Country National Personal Service Contractors (CCNPSCs) and Temporary Duty (TDY) personnel.

2. Statement of Duties to be Performed**Secretarial Functions**

The incumbent provides a full range of secretarial support to the OAG Director, Deputy Director and his/her staff, as well as several key secretarial support activities to ensure a smooth, effective and efficient operations within the OAG to include:

- Receives incoming telephone calls and visitors with courtesy. Screens incoming telephone calls to determine appropriate level of required response. Exercises independent judgment in responding to routine requests for

assistance/information. On sensitive and/or substantive issues, obtains as much detail as possible and relays this information to the supervisor before transferring the calls.

- Plans, establishes priorities, organizes and carries out the secretarial and clerical functions such as arranging meetings, preparing necessary documents for the meetings, arranging of all OAG staff meetings and note preparation, maintaining and updating OAG leave plan and organization chart, maintains and updating OAG web and intranet sites, dealing with USAID/Afghanistan contractors regarding receiving, reviewing, processing and submitting documents, customizing letters, as well as making scanned copies of action document within OAG.
- Time and Attendance Function: Prepares, submits and maintains time and attendance (T&A) records/data for each pay period (WebTA for USDH, USPSC and TCN staff and WinTA for CCN staff). Records hours worked (including overtime); holidays, administrative, sick and annual leave taken; and compensatory time earned. Ensures all required supporting documentation (leave requests, overtime and compensatory time authorization forms, etc.) is accurately prepared and included as part of the T&A packet for submission.
- Prepares requisitions for office supplies and equipment on a regular basis to ensure office supplies are readily available and equipment is fully operational. Prepares work orders as needed to request repair and/or routine maintenance of equipment located in OAG.

Administrative Management Support Duties/Responsibilities

- Types and formats a variety of communications in draft or final form as letters, faxes, memoranda, non-technical reports, etc. in English.
- Prior to submitting for approval, the incumbent proofreads all typed communications and correspondence to ensure correct formatting of documents, correct punctuation, capitalization, paragraphing, spelling, grammar, language, form and content in accordance with United States Government (USG) and/or Agency-specific requirements and practices.
- On own initiative drafts and prepares in final form a wide variety of official correspondence for the OAG supervisors review and signature, to include but not limited to: 1) official letters; 2) USAID-specific memos; 3) similar routine correspondence as requested.
- Specific actions required by the incumbent in direct support of travel coordination and arrangements for the OAG team, duties/responsibilities include but are not limited to: 1) prepares travel requests and obtain required approval including the use of E2 as appropriate; 2) arranges travel itinerary and ensures OAG staff receive tickets and travel documents in a timely manner; 3) assists OAG staff in the preparation of travel vouchers, claims for authorized allowances and reimbursements and other authorized expenses as occurred; 4) Makes all official travel arrangements for OAG USDH, USPSC and TCN staff as necessary (i.e. R&R, TDY, Home Leave, Medical Evacuation, Training, etc.); 4) Receives and reviews approved "Travel Authorization" for accuracy.
- Submits the Electronic Country Clearance (eCC) for OAG staff.

- The incumbent also is responsible for all arrangements for newcomers and TDY visitors such as office/cubicle set up; cell phone requests; computer access requests etc.
- Coordinates with USAID/Afghanistan's Executive Office in order to get the necessary documents and equipment's for newcomers and TDY visitors as well as other necessary documents and equipment for OAG team.
- Cooperates with the OAG Budget team in granting the fund cite through OPS (Operations) Master in coordination with OAG Budget Specialists
- Prepares Global Acquisition and Assistance System (GLAAS) actions for new US/TCNPSC contracts and modifications for the OAG.

Communications and Records Functions

The incumbent manages communications and records for the OAG, to include:

- Creates and maintains official files for the OAG in accordance with Agency-specific Records and Management policies, procedures and performs daily filing of incoming/outgoing OAG-specific correspondence.
- Prepares new files folders at the end of fiscal year and prepares appropriate shelf listings to retire old files to storage or disposal, as appropriate.
- Prepares and maintains all files for the OAG for the annual file plan and vital records submission.

3. Supervisory Relationship

The incumbent works under the supervision of the Director of the OAG. Assignments will be made by the Director or Deputy Director of the OAG as well as other office members. The incumbent will be assigned to work in the accomplishment of special mission projects, as necessary and/or appropriate and directed by the supervisor. Specific instructions will be given for new and/or unique assignments. The incumbent is also required to provide secretarial support to the other members of the OAG.

4. Supervisory Controls

None

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** At least two (2) years college diploma (i.e. associate degree) in secretarial science, office management, business administration, management studies, public administration, or marketing is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of three (3) years of progressively responsible experience in secretarial, clerical, and administrative work, in a private/public organization, non-governmental organization, or in a diplomatic mission. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** Must have a thorough knowledge of general clerical practices and procedures. Must be thoroughly versed in English grammar, spelling and punctuation.
- e. **Skills and Abilities:** The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within the Mission. The incumbent of this position is expected to have a high degree of computer literacy and is required to have: 1) the ability to follow oral instructions and to organize priorities and follow through on all assignments with minimal oversight; 2) accuracy in typing; 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) demonstrate proficiency in word-processing, spreadsheets, databases, and other computer programs (excel, power point, etc.) and typing various correspondence (i.e. memorandum, letters, reports, etc.) as well as standardized documents and forms is required. The incumbent must be able to communicate effectively and accurately with: 1) all categories of USAID/Afghanistan Mission employees; 2) other appropriate Embassy and other USG offices and support staff when appropriate and/or necessary; and 3) the general public. The incumbent is required to be able to prepare concise documents as/when required, to include but not limited to: 1) minutes of any OAG meetings; 2) staff meetings; 3) OAG wide email communications; 4) translation of incoming correspondence

or documents as/when required.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 40 points
- Knowledge 30 points
- Skills and Abilities 30 points
- Maximum Points: **100** points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Secretary (72030618R10025)**.

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already

received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.